

## Ethics Application Procedures

### Faculty of Kinesiology

#### STEP-BY-STEP INSTRUCTIONS FOR COMPLETION OF ETHIC APPLICATIONS

	Ethics application forms can be found at: <a href="http://www.unb.ca/research/vp/ethics.html">http://www.unb.ca/research/vp/ethics.html</a>
	You will need the following to begin your process:
	1. REB Application
	2. Any attachments (i.e. Informed Consent, Research Bulletin, copies of proposals and/or grants, if applicable)
	<p>The UNB REB Form (complete with title and names of researchers) and any attachments then needs to be e-mailed to the Administrative Assistant for the Kinesiology Graduate Program at <a href="mailto:harquail@unb.ca">harquail@unb.ca</a> and <a href="mailto:gradcontact@unb.ca">gradcontact@unb.ca</a>.</p> <p>A faculty member will be assigned as an Internal Reviewer.</p> <p>An internal faculty REB number will be assigned and a Cover Sheet will be provided by Leslie Harquail and forwarded to the reviewer via email. All documents will be forwarded to the reviewer by the faculty administrative assistant with a copy to the Assistant Dean of Graduate Studies and Research.</p>
	<p>Direct correspondence between the faculty reviewer and the person applying for REB approval should be cc'd to <a href="mailto:harquail@unb.ca">harquail@unb.ca</a> and <a href="mailto:gradcontact@unb.ca">gradcontact@unb.ca</a> and the Assistant Dean of Graduate Studies and Research.</p> <p>Please note: The term for an Internal Reviewer is for one year beginning in September. Internal Reviewers will be asked if they are willing to continue to serve before the end of one year. An annual call will be sent out to all faculty to act as Internal Reviewers.</p> <p>For the Academic Year <b>2020-2021</b> the following faculty have agreed to act as Internal Reviewers:</p> <ul style="list-style-type: none"><li>• Dr. Wayne Albert (<a href="mailto:walbert@unb.ca">walbert@unb.ca</a>)</li><li>• Dr. Danielle Bouchard (<a href="mailto:Danielle.Bouchard@unb.ca">Danielle.Bouchard@unb.ca</a>)</li><li>• Dr. Stephan Dombrowski (<a href="mailto:stephan.dombrowski@unb.ca">stephan.dombrowski@unb.ca</a>)</li><li>• Dr. Jonathon Edwards (<a href="mailto:Jonathon.Edwards@unb.ca">Jonathon.Edwards@unb.ca</a>)</li><li>• Dr. Usha Kuruganti (<a href="mailto:ukurugan@unb.ca">ukurugan@unb.ca</a>)</li><li>• Dr. Tim McGarry (<a href="mailto:tmcgarry@unb.ca">tmcgarry@unb.ca</a>)</li><li>• Dr. Martin Senechal (<a href="mailto:martin.senechal@unb.ca">martin.senechal@unb.ca</a>)</li><li>• Dr. Gabriela Tymowski-Gionet (<a href="mailto:tymowski@unb.ca">tymowski@unb.ca</a>)</li></ul>
	<p>The Reviewer will then send an e-mail to the applicant with a copy to Assistant Dean of Graduate Studies and Research and to <a href="mailto:harquail@unb.ca">harquail@unb.ca</a> and <a href="mailto:gradcontact@unb.ca">gradcontact@unb.ca</a> with their approval/rejection.</p>

	<p>If the application is rejected and recommendations are made by the reviewer; the applicant will make the recommended corrections and or changes and resubmit the application to the reviewer.</p>
	<p>Once the application has been approved by the Reviewer, the application is then to be approved by the Assistant Dean of Graduate Studies and Research. Please provide a signed copy of your application to Leslie Harquail <a href="mailto:harquail@unb.ca">harquail@unb.ca</a></p>
	<p>Once final approval from the Assistant Dean of Graduate Studies and Research is received, an e-mail will be sent to the applicant.</p>
	<p>The completed application and any attachments (including the approved internal Kinesiology approval form, any Informed Consent forms, copies of proposals and/or grant applications, preferably in one PDF) must be submitted to the REB Coordinator, Office of the Vice President (Research) for their approval. This will be emailed to <a href="mailto:ethics@unb.ca">ethics@unb.ca</a>, in the body of the email please include section 1 Summary <b>only</b> from the REB application.</p>